



Guideline issued by the Public Procurement and Disposal of Public Assets Authority under Sections 40 and 97 of the Public Procurement and Disposal of Public Assets Act, 2003

Details covered in this Guideline:

Guideline Subject: Use of Third-Party Procurement and Disposal Providers

Guideline Reference: 5/2024

Commencement Date: 5th February 2024

Guidelines are issued to all Accounting Officers who are responsible for distributing copies to the Contracts Committee, user departments and Procurement and Disposal Units of the Procuring and Disposing Entities.

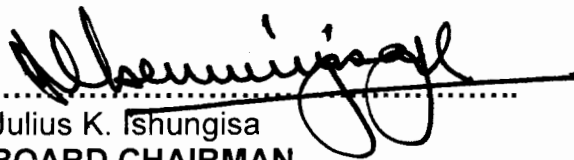
This Guideline can be accessed on the PPDA website at www.ppda.go.ug

Guideline Subject: Guidance on the Use of Third-Party Procurement and Disposal Providers

In accordance with Section 40 (1) of the Public Procurement and Disposal of Public Assets Act, 2023, the following guidance shall apply to the use of third-party procurement and disposal providers:

1. A Procuring and Disposing Entity shall seek prior approval of the Authority to engage the services of a third-party procurement and disposal provider. The application shall include:
 - i. The justification for the use;
 - ii. The specific technical capacity that is inadequate or lacking within the entity;
 - iii. The estimated cost of the services;
 - iv. The internal control measures to ensure that quality services are rendered by the provider.
2. The Entity shall use the restricted bidding method to select the third-party procurement and disposal provider using the line support pre-qualified list of providers issued by the Authority.
3. The services of the third-party procurement and disposal provider may include but not be limited to:
 - i. Preparation of bidding documents;
 - ii. Publication of the invitation to bid;
 - iii. Issuance and receipt of bids;
 - iv. Evaluation of the bids or participation in the evaluation of bids;
4. The functions of the Contracts Committee shall not be performed by the third-party procurement and disposal provider.
5. **Revocation of Guideline No. 7 of 2014**

Guideline No. 7 of 2014 on third party procurement or disposal providers is revoked.


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Julius K. Ishungisa
BOARD CHAIRMAN


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Benson Turamye
EXECUTIVE DIRECTOR

4th January 2024
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DATE